



Food Safety and Enforcement Policy

Public Health



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Purpose

The purpose of this food safety and enforcement policy is to protect the health and wellbeing of the community by minimising adverse health outcomes associated with food produced and sold within the municipality. The policy outlines the management system that will be implemented by Baw Baw Shire Council to achieve the goals of this policy. Baw Baw Shire Council has developed this policy to ensure that the administration and enforcement of food laws are applied in a fair and consistent manner and support a risk-based approach to food safety management in the municipality. This policy provides a framework to guide the development of processes, procedures, resources and enforcement guidelines that will ensure that food sold in the Baw Baw Shire is safe and suitable for consumption. Underpinned by a risk-based approach, this policy supports the effective management of council's legislative responsibilities under the provisions of the Food Act 1984 and is consistent with the broad objectives of the Baw Baw Shire Council Plan and Public Health and Wellbeing Plan.

Introduction

Baw Baw Shire Council plays a critical role in protecting and improving public health and community safety. The Public Health team within Baw Baw Shire Council is responsible for managing the council's statutory obligations under the Food Act 1984 (the Act) and the Australia New Zealand Food Standard Code (the Code). The Act is the key legislation that controls the sale of food in Victoria. Under the Act, food premises owners are legally responsible for ensuring that food sold by them is safe and suitable to eat. Local councils are responsible for the regulation of most food premises in Victoria and are the registration authorities of food premises located within their municipalities. Local councils are responsible for administering the Act, including ensuring that food premises comply with the Act and the Code. The food industry is constantly evolving and innovating in response to public trends and needs. Baw Baw Shire Council is agile and responsive to the changing needs of its community and ensures that risks to food safety are managed appropriately. This policy supports the council's statutory obligations under the Act and provides the framework for identifying potential and actual food risk and responding and directing resources as required. This policy states how Baw Baw Shire Council applies a risk-based approach to facilitate compliance under the Act through activities such as education, advice, monitoring compliance and undertaking enforcement action when necessary. This policy is critical in addressing new and emerging food safety risks to the community, food businesses and council.

Key Objectives

The main objectives of this policy are for Baw Baw Shire Council:

- to protect the health of the community by minimising the health risk associated with the food produced for sale in the municipality
- to enhance compliance of food businesses with the Act through prevention-based activities such as education and effective stakeholder management
- to support food businesses to reduce unsafe food practises and non-compliance with the Act by encouraging a food safety culture
- to monitor and assess trends in compliance and performance of food businesses to inform strategic priorities
- to demonstrate transparency and accountability to the community, businesses and council officers when applying enforcement options for food business' non-compliance with the Act
- to ensure resources are directed toward non-compliance and food businesses that poses the higher risk to public health
- to ensure the consistency and transparency of council's authorised officers' decision making and actions in food safety monitoring and compliance activities
- to demonstrate a risk management model in line with national and international guidance on best practice.

Guiding Principles

In line with Baw Baw Shire's legislative responsibilities and strategies, this policy is guided by the following principles:

- *Principle 1: Transparency*
The methods used to ensure food safety compliance, monitoring and enforcement activities are open to enquiry from food businesses and community members.
- *Principle 2: Consistency*
Enforcement of legislation and assessment of compliance regarding food safety risk will be conducted in a fair and consistent manner.
- *Principle 3: Legislative Compliance*
Food businesses will comply with the Food Act and Food Standards Code through implementation of this policy.
- *Principle 4: Collaboration*
Council will assist food business proprietors to understand their legislative responsibilities under the Act to provide food that is safe and suitable, and will seek opportunities to educate all relevant stakeholders, including food business staff and the community about food safety.

- *Principle 5: Risk-based assessment*

Enforcement priorities will be based on the level of risk posed by a food business due to the likelihood of the types of foods being served causing food safety hazards and the consequences to the consumer from any failure to address food safety hazards at the food premises.

- *Principle 6: Evidence-based decision making*

Decisions relating to enforcement action will be based on assessments of risks.

- *Principle 7: Communication*

Council will provide timely, clear and targeted communications to all relevant stakeholders.

- *Principle 8: Innovation*

Encouragement and incentives for industry innovation in developing effective food safety management strategies.

- *Principle 9: The Precautionary Principle*

This is based on the understanding that the lack of full scientific certainty should not be used as a reason for postponing measures to prevent threats to consumer health.

Definitions

Authorised Officer: An EHO or other delegated officer which is authorised under the Food Act 1984

Critical noncompliance: Poses an immediate public health risk.

EHO: Environmental Health Officer.

Food premises classification: All food premises are classified according to the highest level of risk their food handling activities posed by the food business. Highest risk is class 1 and lowest is class 4.

Food safety risk assessment process: As per the Department of Health 'Food safety assessment: A guide for council authorised officers.'

Food safety auditor: An independent party engaged by a food business to conduct an audit and who is approved under the Act by the Department of Health.

Food Safety Supervisor: A person who knows how to recognise, prevent and alleviate the hazards associated with the handling of food at, or from, that premises, has met an appropriate food safety competency standard for premises of the same nature as the premises; and has the ability and the authority to supervise other people handling food at, or from, the premises and to ensure that that handling is done safely

HACCP: Hazard analysis critical control point.

Potentially Hazardous Food: Food that requires temperature control to minimise growth of pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

Proprietor: The person carrying on the food business, or if that person cannot be identified, the person in charge of the food business

Legislative context

Food Act 1984 (the Act)

Australia New Zealand Food Standard Code (the Code)

Public Health and Wellbeing Act 2008

Infringements Act 2006

Local Government Act 2020

Environmental Protection Act 2017

Environmental Protection Regulations 2021

Food Safety and Enforcement Policy

Risk Classification and Management

This Policy acknowledges that the Act requires Council to take a risk-based approach to the assessment of food safety at food businesses. To that effect, five classes of food businesses have been gazetted by the Victorian Government:

Class 1 – for premises where the food being handled or served is to vulnerable people within a hospital, aged care, childcare setting, or by home delivery services that provide meals to people who are unable to prepare meals for themselves, such as Meals-on-Wheels

Class 2 – for premises that handle potentially hazardous foods

Class 3A – for premises that are home-based businesses and accommodation getaway premises that undertake specific food handling activities.

Class 3 – for premises that are predominately those that handle low-risk foods or pre-packaged potentially hazardous foods.

Class 4 – for premises that are predominately handling pre-packaged, low-risk foods.

The Public Health Team will regulate food businesses in accordance with the Act using a risk management approach. The team will also strive to fulfil the Shire's obligation under the Act to inspect food premises with major or critical non-compliances or subject to consumer complaints within suitable time frames, ensure that all Class 1 and 2 food businesses comply with the Code and consider likelihood and consequence of food safety risks when determining the appropriate compliance and enforcement options.

Registration

Food premises within the municipality must be registered with Baw Baw Shire under the Act and comply with the Code to ensure food sold by businesses is safe to eat. This does not apply to food businesses that fall under the licencing responsibilities of Dairy Food Safety Victoria, PrimeSafe or the Department of Jobs, Skills, Industry and Regions (or as amended).

Classification of food premises by the Baw Baw Shire is delegated to the Public Health team with the classification determined by the highest level of risk of food handling activities at the food premises.

Registration of premises will align with the calendar year; fees will be charged appropriately for the period of registration as per the fees and charges adopted by Council. The fees are subject to Council adopted CPI increases. There is a non-refundable application fee which is payable upon application.

Prior to the issuing registration to a new or transferring business the proposed proprietor must demonstrate;

- Structural compliance with the Code

- Suitable Waste Management Program
 - Inclusive of Trade Waste Agreement with Water Authority
- Food Safety Qualifications as required by registration classification

Registration will be refused if the above is not provided or a wastewater system has not been installed that meets the requirements of Shire's Onsite Wastewater Management Plan or the Environmental Protection Regulations 2021. Registrations from a domestic premises may only be granted with the consent of the appropriate landowner (or owner's agent).

The process once an application is received is shown in [Appendix 3](#).

Structural Compliance

The Code applies to all new premises, existing premises and domestic premises used for commercial purposes, food transport vehicles and temporary and mobile premises. Food businesses vary in size and complexity and what is considered as adequate for a food premises is dependent on the food handling activities, processes and risks to food safety. There is no prescribed list of specifications for the design of the premises or equipment, fixtures or fittings however, a well-planned premises that follows the food safety standards will be easy to clean, sanitise and maintain and be suitable for the preparation, storage and sale of safe food. The following information has been summarised from Standard 3.2.3 of the Code.

Food premises are required to be designed and constructed to:

- Be appropriate for the activities for which the premises are used.
- Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities.
- Permit the food premises to be effectively cleaned and, if necessary, sanitised.
- Keep out dirt, dust, fumes, smoke, and other contaminants.

The food premises must always have a constant supply of hot and cold running potable water available, including during times of peak demand. Hot water must be an adequate temperature to effectively clean equipment. A dedicated hand wash basin must be installed within food handling/preparation area, with a supply of hot water to the basin.

All wastewater generated by the business must be drained to the sewer or approved septic system. Wastewater from a food premises must never be disposed of into a stormwater drain. In many cases, installation and maintenance of a food and oil intercept device may be required. Premises must have a Trade Waste Agreement with the suitable Water Authority, they will inform proprietors of the size requirements of a food and oil interceptor or provide exemption.

Pre-purchase Inspection

When purchasing an existing business, the incoming proprietor can schedule a pre-purchase inspection.

Application form is shown in [Appendix 4](#).

The intent of this inspection is to properly inform incoming proprietors about the structural works that may be necessary prior to taking ownership of a business.

The items raised in this inspection can be utilised in settlement discussions.

A pre-purchase inspection has an additional fee as it is not a requirement under the Act or required for registration, as an inspection at time of opening will still be required.

Plans Assessment

To assist new and/or growing businesses that are planning to refurbish their establishments, Council is able to assess floor plans prior to the start of construction.

While floor plan assessments are not mandatory in the registration process, Council offers this as an additional service to support businesses. This optional review aims to streamline the approval process, ensuring businesses have the guidance they need to meet requirements from the outset.

Auditing, Assessments, and Inspections Compliance

Council as the registering authority for food businesses under the Food Act 1984 has a responsibility to ensure that each food premise/business is inspected and that it complies with the legislation prior to granting applications to register, renew and transfer registration of premises/businesses (Food Act 1984 Section 39). Council, in granting an application for a premise/business to operate, needs to be satisfied that each premises complies with the legislation and that it is in a position to demonstrate that it has discharged this legislative responsibility with due diligence. Parliament has delegated to Council the power to impose a range of sanctions to ensure compliance by business with the legislation. These sanctions include prosecution, penalty infringement notices, temporary closure of the business, and revocation/suspension of registration. The objective of this policy is to provide for the appropriate use of, and consistency in, the application of legislative sanctions under the food safety legislation.

To adopt a risk management approach to food safety, non-compliances at food businesses will be classified into minor, major and critical as defined below:

- A critical non-compliance is defined as a non-compliance with the requirements of the Act or Standard where a serious or imminent risk to public health is identified.
- A major non-compliance is a high potential risk situation, where the potential impact is likely to compromise food safety if no remedial action is taken.
- A minor non-compliance is a low risk situation where there is a non-compliance with the requirements of the Act or Food Safety Standards but the potential impact of the non-compliance is not likely to be a serious or imminent risk to public health.

Routine Inspection Items

Premises are inspected annually to assess the compliance of the business with the Act and the Code. The core items that are assessed during annual assessment include, but not limited to;

- Food handling practices
- Food storage and display
- Food cooling and reheating procedures
- General cleanliness
- Structure maintenance
- Completion of appropriate records
- Pest management and prevention

Environmental Health Officers utilise these inspections as opportunities to discuss other food handling matters, legislative updates, education, and allergen management.

An inspection template is located in Appendix 5. These templates are utilised to ensure consistency between officers. The templates are a guide, and not a complete or exhaustive list of items to be assessed during a routine inspection.

Managing Non-Compliances

The Baw Baw Shire uses a graduated and proportionate, risk-based approach to food safety that recognises that in some instances enforcement action is necessary when unsafe food practices pose an immediate risk to public health. The highest level of food safety non-compliance influences the overall compliance outcome. Rectifications made by the business at the time of an assessment or inspection, to reduce the risk to public health, do not impact the compliance outcome. In instances of non-compliance council officers will identify and assess the risk associated with that non-compliance. An escalation of enforcement measures may be applied to ensure that severe and punitive enforcement tools are used where the risks associated with non-compliance are the greatest, and that less severe tools are used where the risks associated with non-compliance are relatively low. The Department of Health and Human Services Enforcement guidelines: A guide for councils in selecting enforcement tools under the Victorian Food Act 1984 are referenced in selecting the most appropriate enforcement tools. Council officers will consider a number of factors when making a determination about the most appropriate response to obtain compliance including: the risk of harm, compliance history of the food premises, intent of the food handler or proprietor, cooperation of the staff, and the willingness of the business to rectify the issues raised by the council officer. For all assessments and inspections, contemporaneous notes are recorded to provide reference for the council officer to support the direction and form evidence of the most appropriate response. Baw Baw Shire considers enforcement tools should be used that are commensurate with the risk a food businesses' activities. Tools such as a closure order, penalty infringement notice (PIN), revocation of registration or prosecution will be considered in circumstances of major or critical non-compliance that pose a serious or immediate threat to public health. Council officers will also use their discretion to consider other factors which have

contributed to the non-compliance and subsequent actions by the food business. Continued non-compliance may result in escalation of enforcement action by council.

Enforcement actions will follow the Non-compliance process flowchart in [Appendix 1](#).

Ratings for Non-Compliance

The below table is a guide to non-compliances which can inform an authorised officers decision making. This is intended to be a guide as non-compliances are not limited to the below items.

Critical	Major	Minor
Potentially hazardous food stored outside of temperature control.	No Statement of Trade submitted	Unsuitable wastewater disposal
Food not protected from pests or contaminants	FSS details not updated with Council	Unsuitable refuse disposal
Severe evidence of pests or active infestations.	Unable to validate food handling practices	Amenity impacts from waste handling processes
Incorrect allergen declarations	Unsuitable sanitising of utensils and food contact surfaces	Cleanliness of walls, floors and non-food preparation areas – dependant on severity
Inadequate food handler skills and knowledge	Incorrect food labelling	Condition of fittings, flashing and services
Obstructed or unsuitable handwashing facilities	Unable to produce thermometer	Thermometer broken or not calibrated
Potentially hazardous food not reheated to $\geq 60^{\circ}\text{C}$	Evidence of pest activity	
Potentially hazardous food cooled incorrectly	Unprotected/unremedied pest entry points	

Section 19 Order

A Food Act Order can be issued under S19 of the *Food Act 1984*. This order is a legally enforceable document giving directions to a Proprietor to achieve compliance. A Section 19 Order is issued by the Coordinator of Public Health following a report from the inspecting authorised officer. The Public Health Team utilise these orders for extensive non compliances or as an escalation technique from a standard inspection report. Once compliance with the Order has been achieved the order is revoked. Noncompliance with the Order is an offence and can be taken to the Magistrates Court.

Penalty Infringement Options

Baw Baw Shire Council issues Penalty Infringement Notices (PINs) for serious breaches under the *Food Act 1984* when the offence or deemed risk is severe. PINs are also issued for repeat offences such as obstructing a handwash basin.

A PIN can be reviewed once issued, the process is shown in [Appendix 2](#).

Reviews of PINs is completed by the Prosecutions Coordinator, not by a member of the Public Health Team. Reviews must be submitted to Council in writing.

The *Infringements Act 2006* dictate the process of appeal and escalation. Baw Baw Shire complies with the requirements of this Act and endeavour to act in a consistent and transparent manner.

Allergen Management

Baw Baw Shire recognises that there are four main food safety hazards that need to be controlled (microbiological, chemical, physical and allergens). Food allergens are included as a food safety hazard, even though they affect a relatively small number of the population, as the consequences of an allergic reaction can be severe. Any non-compliance associated with allergens is a critical non-compliance and poses an immediate threat to public health. Baw Baw Shire will encourage education for the community and food handlers regarding allergen management and food safety. Allergen awareness will be promoted during the assessment or inspection of food premises, and through communication methods such as newsletters to proprietors. The Public Health team will also provide educational sessions for not-for-profit, community and sporting organisations that have registered a food premises in the municipality.

The Public Health team aims to ensure that all foods sold locally fully comply with the labelling requirements of the Australian Food Standards Code, including the requirement for all food businesses to provide allergen information to customers on request. Baw Baw Shire also will promote allergen awareness at food businesses during assessments and through regular newsletters and social media.

Labelling

Food labels provide a range of information to help consumers make food choices. Food labels also help to protect public health.

All packaged food for retail sale must be labelled in accordance with the Australia New Zealand Food Standards Code with some exceptions.

Where a packaged food is exempt from the general labelling requirements information may still need to be displayed in connection with the food or provided to the purchaser on request.

Some of the food labelling requirements include:

- Food Identification
- Directions for use and storage
- Percentage labelling
- Date marking

- Nutrition Information panel
- Weight
- Ingredient list
- Country of origin
- Food additives
- Legibility requirements

There are also requirements for allergen information to be declared in a specific format and location on food labels and using simple, plain English terms in bold font.

Customer Complaints

Baw Baw Shire has a duty under the *Food Act 1984* S39 3(b) to inspect a food premises if a complaint is received from a community member.

The Public Health Team will investigate all consumer complaints regarding the safety of food purchased from or prepared at a local food business in a timely manner. The issues will be resolved as per inspection policy and when applicable, complainant advised of the investigation outcome.

Food Sampling

Under the *Food Act 1984*, Council is required to conduct food sampling to ensure food for sale meets the requirements of the Code. The numbers being required by Baw Baw Shire are gazetted each year. Food sampling is undertaken in line with the Food Sampling Policy. All businesses included in the program will be provided with a copy of the results and where an unsatisfactory result is obtained, Council will work with the food business to identify and address any areas of concern.

Numbers of samples and the results are reported to the Department of Health through quarterly Local Government Performance Reporting Framework (LGPRF), Food Safety (FS) 5.

Food sampling program will aim to address risk of premises which do have major or critical non compliances through the year to better understand and monitor the control measures put in place at these premises.

Temporary Food Premises

Baw Baw Shire has a rich program of festivals, events and markets throughout the year. This policy is to be used to ensure suitable risk management of businesses trading from temporary or mobile food premises.

Council as the registering authority for food businesses under the *Food Act 1984* has a responsibility to ensure that each food premise/business is inspected and that it complies with the legislation. This is included premises registered within Baw Baw Shire and trading external to the Municipality, as well as those registered external to the Shire but trading within the Municipality.

Registering a Temporary Food Premises

Mobile and temporary premises must be registered online through FoodTrader, which is a statewide registration system supported by the Department of Health. Baw Baw Shire Council receives all registration applications for businesses within the municipality. This allows the Public Health team to appropriately assess the premise, activities, and food handling knowledge of the proprietor, akin to the registration process for a fixed premise.

A proprietor may need to hold multiple registrations depending on the food handling practices intended.

If the business, and all food handling activities are undertaken within the mobile/temporary premises, then the proprietor will only require a FoodTrader. However, a business that manufactures or prepares food at a fixed premises for sale at a mobile/temporary premises is required to register the fixed premises and maintain a Food Trader Registration.

Council Attendance at Festivals and Events

Events will be assessed using a risk-based assessment tool to determine if Officer attendance is required.

Regular markets are to be inspected twice annually to ensure ongoing compliance and food safety. Seasonal markets will be inspected annually.

Annual or one-off events are to be assessed on:

- Number of mobile premises in attendance
 - Anything ≤ 5 is a low-risk event.
- Number of attendees
 - Large events such as the Lardner Park Field Days must be attended annually.
- Risk profile of attendees and event
 - Music festivals aims at young persons is a high-risk event.

Food Safety Education

Baw Baw Shire, through the Public Health team, will promote and encourage food handlers to undertake the Department of Health 'DoFoodSafely' free, online learning program for food handlers. Produce free, regular food safety information guides for food businesses and community groups in the areas of food safety, allergen awareness, healthy eating, accessibility and sustainability.

All Class 1, Class 2 and Class 3A Businesses cannot be registered without the supply of a Food Safety Supervisors certificate and evidence of food handler training being undertaken by staff.

Policy Implementation and Review

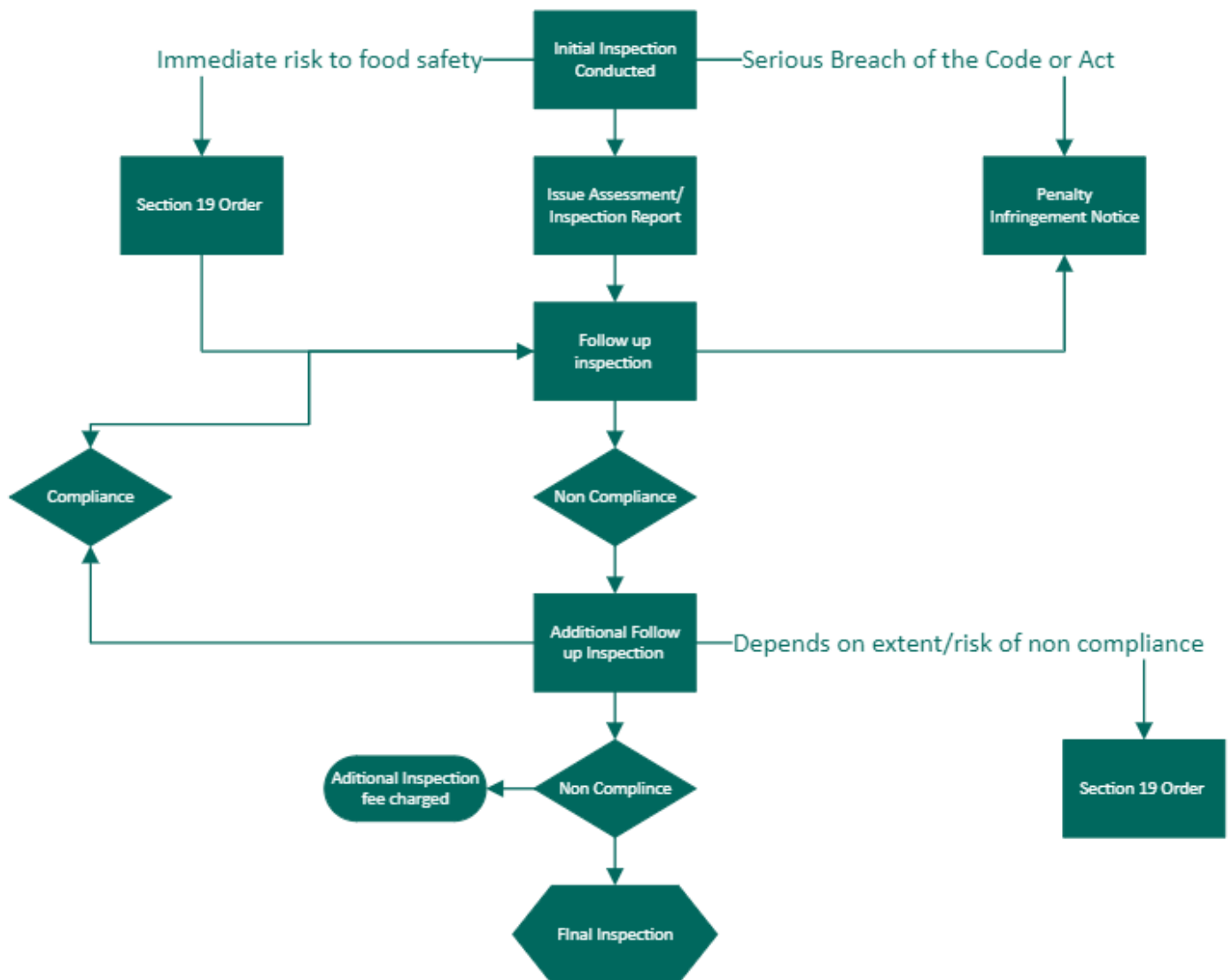
To ensure that the Public Health Team is active and contemporaneous with industry requirements this policy will be reviewed in line with internal Policy guides, including the Public Health Operational Policy and Governance Guidelines.

This policy will also be reviewed as any legislated changes occur, inclusive of Government Gazettes.

Knowledge and familiarity with this policy is instrumental to the induction of new members of the Public Health Team.

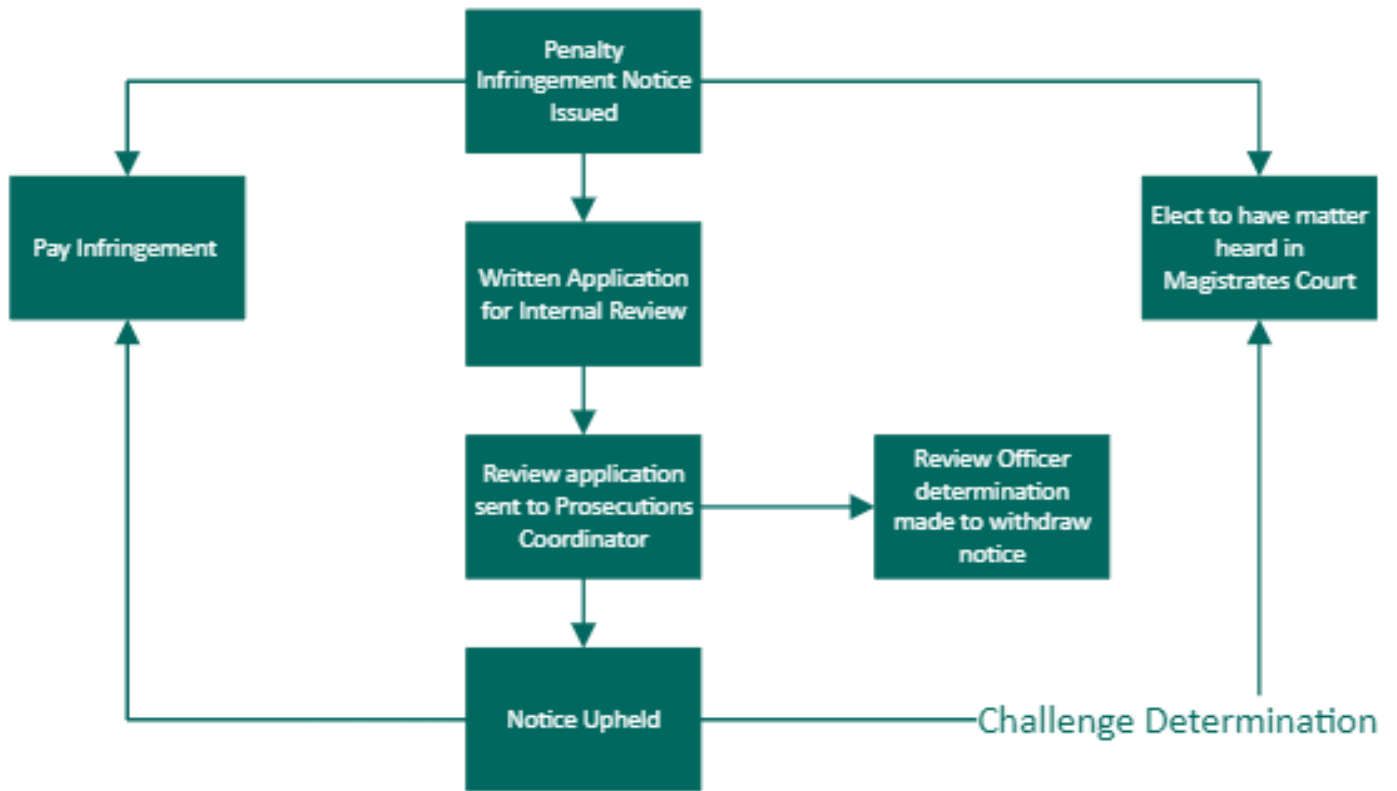
Approval date	December 2024
Approval authority	Executive
Effective from	1 November 2023
Review term	Annual
Next review date	November 2025
Responsible position	Coordinator Public Health
Responsible Director	Director Planning and Development
Version	2

Appendix 1 - Non-Compliant Process



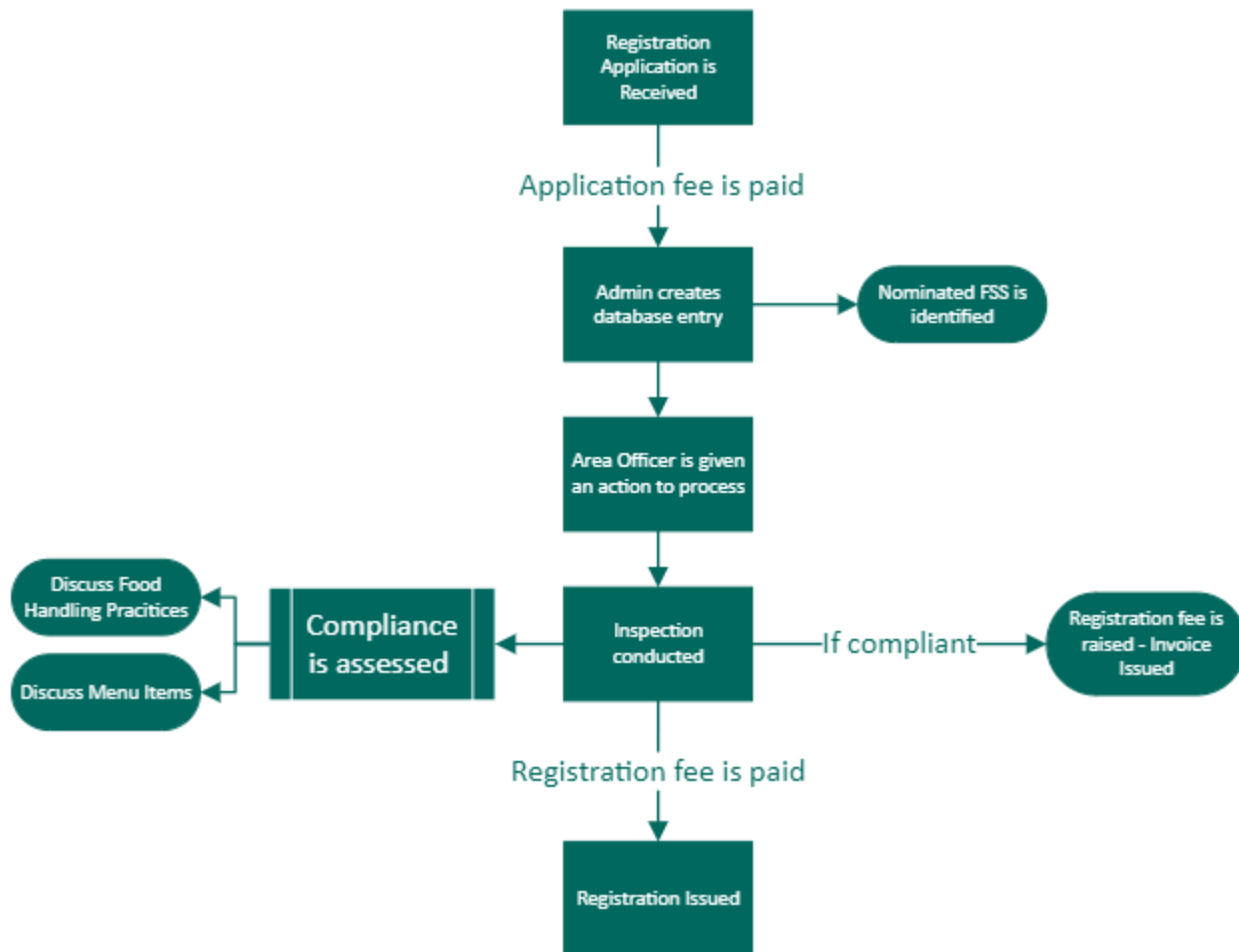
Non-compliance	Action by Council	Compliance period
Minor	Inspection letter	14 days
Major	Inspection letter or S19	7 days
Critical	S19 and/or PIN	2 days

Appendix 2 – Appeal Process



Appendix 3 – Registration Application Process

Registration applications are to be received by the Public Health Unit a minimum of 2 weeks prior to the intended commencement of trade. If a business is undertaking structural works, the proposed floor plan should be submitted to Council and endorsed to ensure the proposed structure is compliant with the Code.



Appendix 4 – Pre-Purchase Inspection Application Form



Application form PRE-PURCHASE INSPECTION FOOD ACT 1984/PUBLIC HEALTH AND WELLBEING ACT 2008

Section 1 – to be completed by the applicant

Information will only be disclosed to the person listed in this section

Applicant name (s): _____

Applicant postal address: _____

Email: _____

Phone: _____

Section 2 – to be completed by the current registered Proprietor

Trading Name: _____

Business Address: _____

Registration No: _____

Phone number: _____

Email address: _____

I, (print name) _____ the proprietor of the business at the above-mentioned address. I understand that the applicant is requesting an inspection of my business by an Authorised Officer and I consent to the disclosure of information relating to my premises as a result of the inspection.

Signature of Proprietor: _____ Date: _____

This form must be signed and completed, and the applicable fee paid before the inspection. An invoice will be issued to the applicant via email once the completed form has been received.

This is not an application to register. The new proprietor must submit an application for registration under the Food Act/Public Health and Wellbeing Act prior to operating the business.

For enquiries please phone (03) 5624 2411. Completed form can be returned in person to one of our customer service centres in Warragul or Drouin, by mail to PO Box 304, Warragul, 3820 or by email to Health@bawbawshire.vic.gov.au

The information requested on this form is being collected by Council for use under the Food Act/Public Health and Wellbeing Act. This information will be used solely by Council for that primary information or directly related purposes. Council may disclose this information to Department of Health for investigation of complaint related issues. You may gain access to your own information by contacting Council's Freedom of Information Officer/Privacy Officer (telephone 5624 2411).

Appendix 5 – Inspection Template

EHO:	Insp. Type:	Class: 1 / 2 / 3	Reg No:
Trading Name:		Date:	Time:
Premises Address:			
Proprietor:		Phone:	
Contact Person:			
Email:			
Mailing Address:			
Food Safety Supervisor:			Cert: Y <input type="checkbox"/> N <input type="checkbox"/>
Person present at inspection:			
Observations – Critical (CNC) Major Non-compliance (MJ) Minor Non-Compliance (MN) Compliant (C)			
FOOD STORAGE AND DISPLAY			
PHF is under temperature control. Frozen solid, refrigerated, <5°C or >80° C			C / CNC / MJ / MN
Food is protected from contamination			C / CNC / MJ / MN
Food is date labelled and within use-by or best before date			C / CNC / MJ / MN
Food for disposal stored separately and labelled			C / CNC / MJ / MN
SINK FACILITIES			
Designated hand basin(s) in each food handling area, warm water, single outlet, paper towel and soap			C / CNC / MJ / MN
Equipment washing facilities adequate			C / CNC / MJ / MN
Food prep sink/procedure adequate			C / CNC / MJ / MN
Cleaners sink and / or bin wash facilities adequate			C / CNC / MJ / MN
Adequate water supply and disposal (potable, temperature, pressure, volume, waste connected to sewer)			C / CNC / MJ / MN
PREMISES AND EQUIPMENT			
Floors, walls, ceilings provided and appropriate, good state of repair and cleanliness			C / MJ / MN
Fixtures, Fittings and Equipment appropriately installed, fit for use, good state of repair and cleanliness			C / MJ / MN
Eating and drinking utensils clean and sanitary condition and in good state of repair			C / MJ / MN
Single use items and packaging fit for use and protected from contamination			C / CNC / MJ / MN
Lighting adequate (Lux levels / shatterproof covers)			C / MJ / MN
Ventilation sufficient, functional and clean			C / MJ / MN
All practicable measures taken to eradicate and prevent entry and harbourage of pests (pest activity present)			C / CNC / MJ / MN
FOOD HANDLERS			
Adequate skills and knowledge. Personal hygiene, health and safe food practices			C / CNC / MJ / MN
If allergen free claims made - adequate measures to protect allergen free food, info available to provide customers			C / CNC / MJ / MN N/A
Adequate storage facilities for personal effects			C / MJ / MN
CLEANING, WASTE AND TOILETS			
All food contact surfaces are adequately cleaned and sanitised (type of sanitiser, dilution)			C / MJ / MN
Chemicals and cleaning equipment appropriately labelled and stored			C / CNC / MJ / MN
Adequate storage facilities for waste (internal and external)			C / MJ / MN
Toilet facilities adequate (clean, hand basin, warm water, airlock or mechanical ventilation)			C / CNC / MJ / MN
FOOD ACTIVITIES			
Business only accepts PHF temperature control, and all food received is protected from contamination			C / CNC / MJ / MN
PHF adequately thawed			C / MJ / MN
Takes all practicable measures to prepare safe and suitable food (contamination, temperature issues).			C / CNC / MJ / MN
PHF is adequately cooked			C / CNC / MJ
Cools PHF from 80°C to 21°C within 2 hours and from 21°C to 5°C within a further 4 hours.			C / CNC / MJ
PHF is adequately reheated			C / CNC / MJ
Adequate and documented process for recalled food (wholesale, manufacturing, importing businesses only)			C / MJ / NA
OTHER			
Non-Standard FSP - 3rd party audit done; full / current copy of program submitted			YES / NO
Any high-risk food processes to trigger FSP			YES / NO
Sous Vide	Fermentation	Off-site Catering	Raw Egg
Ready-to-eat raw or rare minced/finely chopped red meats.	Ready-to-eat raw or rare minced/finely chopped poultry or game meats.	Preparation without Temp control (Smoking)	Other
Probe thermometer onsite, adequate and sanitised before use			C / MJ / MN
Water source – Potable standard			C / CNC